

This guide is to help you change your password when working from a home computer or laptop as opposed to being at a UHI Campus site. If you have any queries, please contact UHI Servicedesk

### Step 1

Click on the following link:

<https://account.activedirectory.windowsazure.com/ChangePassword.aspx>

You will then be taken to the following prompt:



If you can insert the full email address in the following format [StudentID@uhi.ac.uk](mailto:StudentID@uhi.ac.uk).

### Step 2

You will then be taken to the following screen it should auto-populate the username field and your current password



Sign in with your organizational account

  

Sign in

Can't access your account?

Welcome to UHI Office 365.  
Please sign in with your **username@uhi.ac.uk**.  
Click [HERE](#) for more information.

[UHI Homepage](#) [UHI Helpdesk](#)

### Step 3

You will then be taken to the reset password screen below which will allow you to change your password to a new one :

University of the Highlands and Islands  
Oilthigh na Gàidhealtachd agus nan Eilean

## change password

User ID  
IX99DJ@uhi.ac.uk

Old password

Create new password

Confirm new password

[cancel](#)

Put your current password in the old password field, then input the new password in the two other fields. The new password needs to include at least 1 upper case character, 1 lower case character, 1 numerical character and the password needs to be a minimum of 8 characters.

You should also register for the Password self-service portal which will allow you to change your password at any time of day and any day of the week

For further information please visit: <https://www.uhi.ac.uk/en/lis/password-self-service/>